Personnel Administration

Chapter 6

Process Leave Without Pay/
Return From Leave

1

Process Leave Without Pay/ Return From Leave Without Pay Objectives

By the end of this module, you will be able to:

➢ Define terms, concepts, and procedures

➢ Process Leave Without Pay (LWOP) Inactive Status

➢ Process Return From Leave

LWOP and Return from Leave

LWOP Inactive Status

The LWOP (Leave Without Pay) Inactive Status Action is used to place the employee in an *inactive status*, which results in the employee not being paid for days in which they do not work. An example of this is an employee that has exhausted their leave and remains off work for more than 10 days. Payroll will stop running on the employee, thus benefit premiums and recurring deductions will be stopped. Also, the employee will not accrue time while in an inactive status.

Stop! Think! Remember!

If an employee is on LWOP for only a couple days, the employee does not have to be placed in an *inactive status*. Time Management will process the LWOP via the employee's time sheet data. Thus, the employee will not be paid for those days.

Return From Leave

The process to return an employee from leave simply places the employee back into an *active status*.

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Exercise Scenario #12

- An employee from your agency has been placed on Worker's Compensation. Process a LWOP Inactive Status Action.
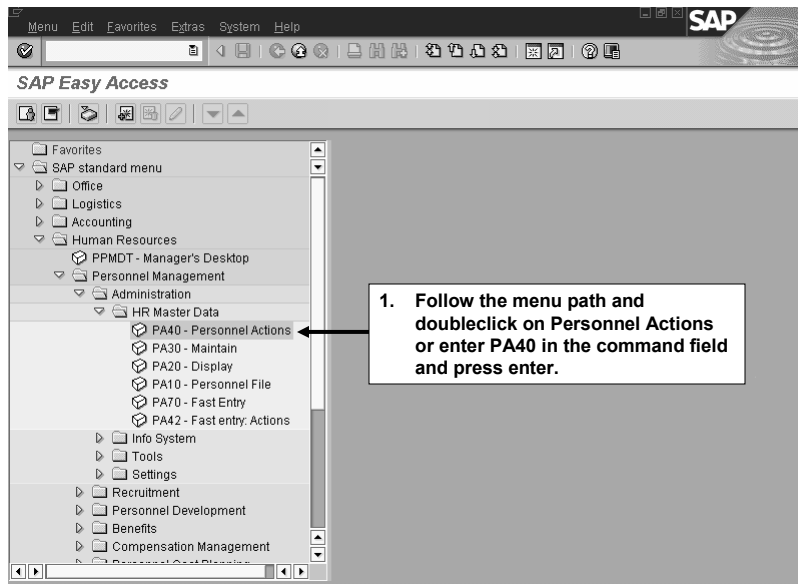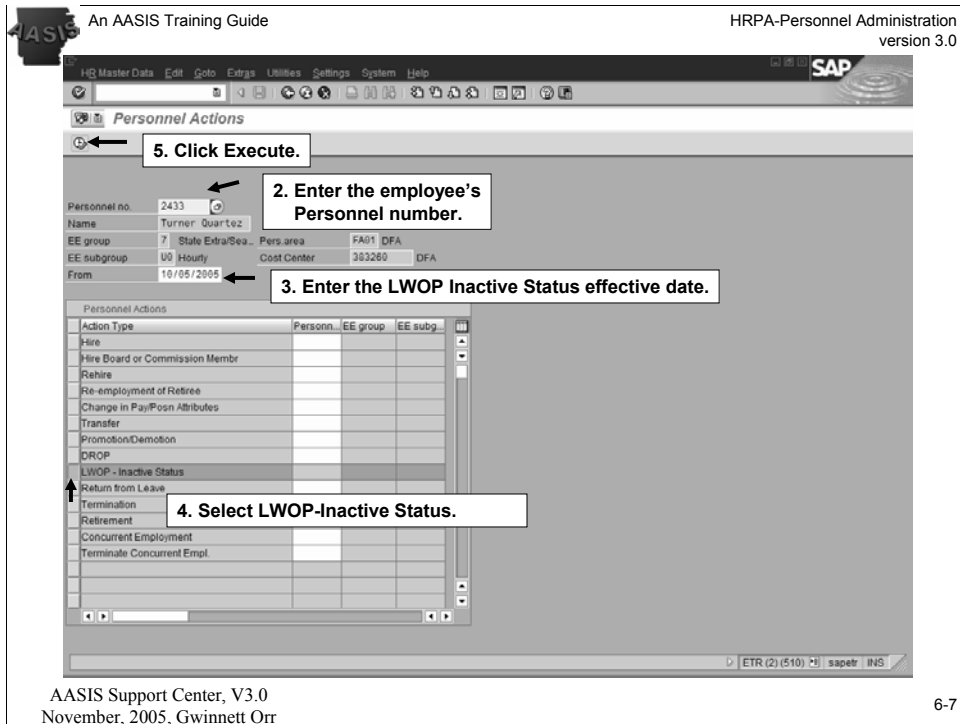
Demonstration

⌨LWOP Inactive Status

Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions
(PA40)

Note: Before you begin this process, you MUST
contact the Time Management Specialist to make
sure that no time is entered on the employee after the
date the employee is to be placed on LWOP inactive
status.

If time has been entered after the date the employee
is to be placed on LWOP inactive status, the Time
Management Specialist must delete the time before
you can process this action. Otherwise, errors will
occur when payroll runs.

SAP Easy Access

```
Favorites
SAP standard menu
  ▷ Office
  ▷ Logistics
  ▷ Accounting
  ▽ Human Resources
      PPMDT - Manager's Desktop
      ▽ Personnel Management
          ▽ Administration
              ▽ HR Master Data
                  PA40 - Personnel Actions    ◄─────  1.  Follow the menu path and
                  PA30 - Maintain                          doubleclick on Personnel Actions
                  PA20 - Display                           or enter PA40 in the command field
                  PA10 - Personnel File                    and press enter.
                  PA70 - Fast Entry
                  PA42 - Fast entry: Actions
              ▷ Info System
              ▷ Tools
              ▷ Settings
      ▷ Recruitment
      ▷ Personnel Development
      ▷ Benefits
      ▷ Compensation Management
```

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Note: The effective date will be the last day the employee is in an active status. In other words, the last working day should be the effective date.

The effective date must not be earlier than the beginning of the first pay period of the fiscal year. For example, an action initiated on 7/6/04 may have an effective date no earlier than 6/20/04.

If it is necessary for the agency to have an effective date beyond the beginning of the first pay period of the fiscal year limit, the agency must send a request with justification to State Payroll Manager at the Office of Personnel Management/State Payroll (fax number 501-682-5094) for approval.

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Copy Actions

8. Click Save.

7. Click Enter.

Name	Turner Quartez	
EE group	1 Regular State Em... Personnel ar	FA01 DFA
EE subgroup	UE Employee SSN	432-54-1442
Start	10/21/2004 to 12/31/9999	

Personnel action

Action Type — LWOP - Inactive Status

Reason for Action

6. Select the reason for the LWOP Inactive Status from the drop-down list.

Status

Customer-specific	No Concurrent Employment
Employment	Inactive
Special payment	Standard wage type

Organizational assignment

Position	22076990	MANAGEMENT PROJECT ANA...
Personnel area	FA01	DFA
Employee group	1	Regular State Empl.
Employee subgroup	UE	Employee

Additional actions

Start date	Act.	Action type	ActR	Reason for acti

Invalid combination of action type ZC/action reason

ETR (1) (515) sapetr OVR

Note: There are only four reason codes for LWOP-Inactive Status. They are as follows:

•Disciplinary – Used when an employee is placed on leave without pay due to a disciplinary action.

•Non-disciplinary – Used when an employee is placed on regular leave without pay.

•Workers' Compensation – Used when an employee is placed on Workers' Compensation for an extended period of time.

•Extended Military – Used when an employee is placed on Military Leave, excluding the annual training.

SAP

Infotype   Edit   Goto   Extras   System   Help

11. Click Enter.

12. Click Save.

Personnel No	2432	Name	Quatez ..	Status Active
EE group	7 State Extra/Seaso..	Personnel ar	FA01 DFA	
EE subgroup	U0 Hourly	SSN	462-22-5856	
Start	09/20/2004 to		12/31/9999	

Enterprise structure
CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	FA01	DFA	Subarea	0AL2 OT,Std,HB
Cost Ctr	383260	DFA	Bus. Area	0610 DEPT OF FINANCE AND ..

Personnel structure
EE group	7	State Extra/Seasonal	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	U0	Hourly	Contract	1000 Hours/Year

Organizational plan
Percentage	100.00	
Position	22078413	V006
		BUYER II
Job key	21667977	9999
		EXTRA HELP
Exempt	N	
Org. Unit	21705318	DIR
		Directors Office

Administrator
PersAdmin	117	Constance L Staggs
Time	113	Sherry Lewis
PayrAdmin	123	Linda R Hill

9. If necessary, change the employee's personnel, time and payroll administrator using the drop-down list.

Additional fields
Benefits Administrator	125	Phylicia Gates

10. If necessary, change the employee's benefits administrator using the drop-down list.

(1) (515)   sapetr   OVR

Note: You **MUST** save this screen.

Create Monitoring of Tasks

15. Click Enter.

16. Click Save.

17. Click Cancel to go to the next screen.

Personnel No	1500	Name		...ve
EE group	1	Regular State Em...	Personnel
EE subgroup	UE	Employee	SSN	432-54-1442

Task

Task Type   End of Leave

Date of Task   Processing indicator   New task

13. Select 'End of Leave' from the drop-down list.

Reminder

Reminder Date

Lead/follow-up time

14. Enter the end date of the LWOP Inactive status.

Comments

Record created

ETR (1) (515)   sapetr   OVR

Note: If your agency's person with the role of Agency Benefits Specialists is not identified as the Benefits Administrator on the Organizational Assignment infotype 0001, you will need to IMMEDIATELY notify that person of the LWOP inactive status action and the effective date used.

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Exercise Scenario #13

- An employee returns to work from being on Worker's Compensation. Process the Return from Leave Without Pay Action.
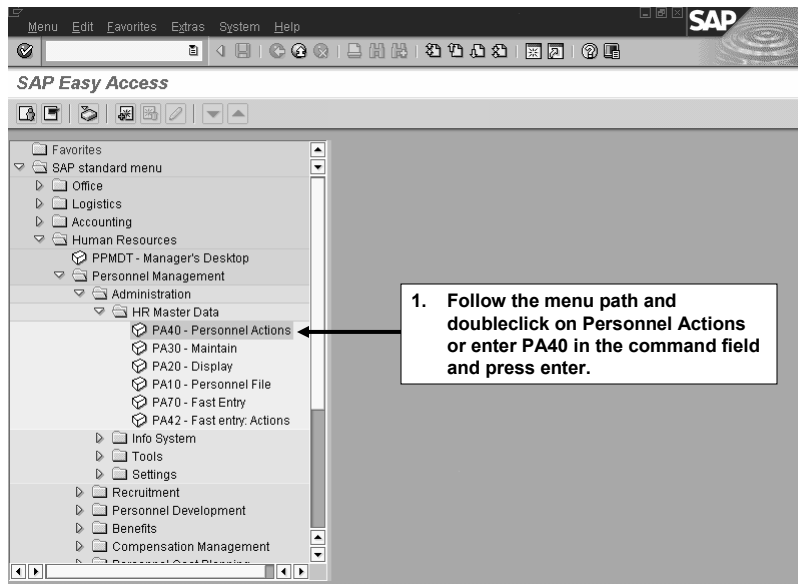
Demonstration

⌨Return from Leave

Human Resources > Personnel Management > Administration > HR Master Data > Personnel Actions (PA40)

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SAP Easy Access

Favorites
SAP standard menu
  ▷ Office
  ▷ Logistics
  ▷ Accounting
  ▽ Human Resources
      PPMDT - Manager's Desktop
    ▽ Personnel Management
      ▽ Administration
        ▽ HR Master Data
            PA40 - Personnel Actions
            PA30 - Maintain
            PA20 - Display
            PA10 - Personnel File
            PA70 - Fast Entry
            PA42 - Fast entry: Actions
      ▷ Info System
      ▷ Tools
      ▷ Settings
  ▷ Recruitment
  ▷ Personnel Development
  ▷ Benefits
  ▷ Compensation Management

1. **Follow the menu path and doubleclick on Personnel Actions or enter PA40 in the command field and press enter.**

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HRPA-Personnel Administration
version 3.0

5. Click Execute.

Personnel no. 2433

2. Enter the employee's Personnel number.

Name Turner Quartez
EE group 7 State Extra/Sea... Pers.are
EE subgroup U0 Hourly Cost Center 383260 DFA
From 10/05/2005

3. Enter the Return from Leave effective date.

Personnel Actions

Action Type	Personn..	EE group	EE subg..
Hire			
Hire Board or Commission Membr			
Rehire			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			
LWOP - Inactive Status			
Return from Leave			
Termination			
Retirement			
Concurrent Employment			
Terminate Concurrent Empl.			

4. Select Return from Leave.

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November, 2005, Gwinnett Orr

6-15

Note: The effective date must not be earlier than the beginning of the first pay period of the fiscal year. For example, an action initiated on 7/6/04 may have an effective date no earlier than 6/20/04.

If it is necessary for the agency to have an effective date beyond the beginning of the first pay period of the fiscal year limit, the agency must send a request with justification to State Payroll Manager at the Office of Personnel Management/State Payroll (fax number 501-682-5094) for approval.

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Infotype Edit Goto Extras System Help

Copy Actions

7. Click Enter.

8. Click Save.

Name   Turner Quartez
EE group   1 Regular State Em.. Personnel ar   FA01   DFA
EE subgroup   UE Employee   SSN   432-54-1442
Start   12/15/2004   to   12/31/9999

Personnel action
Action Type   Return from Leave   **6. Select 'Return from Leave' from the**
Reason for Action   **drop-down list.**

Status
Customer-specific   No Concurrent Employment
Employment   Active
Special payment   Standard wage type

Organizational assignment
Position   22076990   MANAGEMENT PROJECT ANA...
Personnel area   FA01   DFA
Employee group   1   Regular State Empl.
Employee subgroup   UE   Employee

Additional actions
Start date   Act. Action type   ActR Reason for acti

Invalid combination of action type ZD/action reason   ETR (1) (515) sapetr INS

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6-16

When an employee returns to work from being on leave, the HR person with the role of Agency/CLJ LWOP Accounting or Agency/CLJ Personnel Management will process a Return From Leave. The only reason code used is listed below:

(01) Return from Leave Returned to Active Status

Copy Organizational Assignment

11. Click Enter.

12. Click Save.

Personnel No   2432   Name
EE group   7   State Extra/Seaso..   Personnel ar   FA01   DFA
EE subgroup   U0   Hourly   SSN   462-22-5856
Start   09/20/2004 to 12/31/9999

Enterprise structure
CoCode   ARK   State of Arkansas   Leg.person
Pers.area   FA01   DFA   Subarea   0AL2   OT,Std,HB
Cost Ctr   383260   DFA   Bus. Area 0610   DEPT OF FINANCE AND ..

Personnel structure
EE group   7   State Extra/Seasonal   Payr.area 11   Arkansas Bi-Weekly
EE subgroup   U0   Hourly   Contract   1000 Hours/Year

Organizational plan   Administrator
Percentage   100.00   PersAdmin 117 Constance L Staggers
Position   22078413   V006   Time   113 Sherry Lewis
                 BUYER II   PayrAdmin 123 Linda R Hill
Job key   21667977   9999
                 EXTRA HELP
Exempt   N
Org. Unit   21705318   DIR
                 Directors Office

9. Select the employee's personnel, time and payroll administrator from the drop-down list.

Additional fields
Benefits Administrator   125   Phylicia G

10. Select the employee's benefits administrator using the drop-down list.

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Note: You **MUST** save this screen.

Copy Addresses

17. Click Enter.

18. Click Save.

Name

EE group — Regional State Em... | Personnel ar FA01 DFA
EE subgroup UE Employee | SSN 432-54-1442
Start 12/15/2004 to 12/31/9999

Address
Address type — Permanent residence
c/o
Address line 1 — 2119 Sulphur Springs
Address line 2
City — Little Rock
State/Zip Code — AR Arkansas — 72204
Country Key — USA
Telephone number

Communications
Type | Number | Exte
Type | Number | Exte
Type | Number | Exte
Type | Number | Exte

16. Verify the employee's permanent residence address and (optional) telephone information. If necessary, change.

Additional fields
Address Release Flag

ETR (1) (515) sapetr INS

Copy Addresses

14. Click Enter.

15. Click Save.

13. Verify the employee's business address and telephone information. If necessary, change.

Personnel No   1500   Name   Turner _ Status   Inactive
EE group   1 Regular State Em_ Personnel ar FA01   DFA
EE subgroup UE Employee   SSN   432-54-1442
Start   12/15/2004 ⊘ to   12/31/9999

Address
Address type   Permanent residence
c/o
Address line 1   2119 Sulphur Springs
Address line 2
City   Little Rock
State/Zip Code   AR   Arkansas   72204
Country Key   USA
Telephone number

Communications
Type   Number   Exte
Type   Number   Exte
Type   Number   Exte
Type   Number   Exte

Additional fields
Address Release Flag

Record created   ETR (1) (515)   sapetr INS

SAP

Infotype Edit Goto Extras System Help

Create Planned Working Time

Work schedule

19. Click Enter.

20. Click Save.

Turne
FA01

EE group

Personnel ar

EE subgroup   UE Employee   SSN   432-54-1442
Start   12/14/2004 To   12/31/9999

Work schedule rule
Work schedule rule   OPEN08
Time Mgmt status   1 - Time evaluation of actual times
Working week   Sunday to Saturday
☐ Part-time employee

If necessary, change the defaulted information.

Working time
Employment percent   100.00   ☐ Dyn. daily work schedule
Daily working hours
Weekly working hours   0.00
Monthly working hrs   0.00
Annual working hours   0.00
Weekly workdays

Record created   ETR (1) (515) sapetr INS

Note: If your agency's person with the role of Agency Benefits Specialists is not identified as the Benefits Administrator on the Organizational Assignment infotype 0001, you will need to IMMEDIATELY notify that person of the Return from LWOP action and the effective date used.

Questions and Answers